

**THE HILLS OF BOGIE LAKE
CLUBHOUSE RULES & REGULATIONS**
Please review before submitting your rental application!

Rental Fees:

Minimum Time Rental is 7 hours.

Damage Deposit - \$ 200 (refundable if no damage)*

Rental Fee:

- 7 Hours
 - If Event is a Private Event: \$ 75
 - If Event is a Community Group Gathering:
FREE
- Every additional hour - \$ _____

*Please note that if the security deposit should prove inadequate to compensate the Association for damages to the Clubhouse, then the owner shall be held responsible for such additional damages, and charges may be made as a lien against the renter's unit and collected as an unpaid assessment, or the Association may elect to exercise its right to sue for said damages without reference to the Clubhouse Renter's Association status.

Maximum Clubhouse Capacity:

The entire Clubhouse can accommodate up to 50 people (tables of 10) including the use of the pool deck. Please consider space for food and gift tables, etc. Please speak with the Board of Directors Representative if you have questions regarding Clubhouse capacity or floor plans.

- **Capacity specifications are by order of the Commerce Township Fire Department and will be enforced.**

Timing:

A rental maximum of 7 hours with 1 hour prior to set up and 1 hour after to clean up. Times must be approved by the Association.

Parking:

Parking will be permitted in any parking areas posted for Clubhouse Guests and/or on the designated side of the street.

Doors:

The doors to the Clubhouse are locked at all times. During Clubhouse rentals, we unlock the doors.

Rental Rules – Control, Safety and HOA Protection:

The following rules/guidelines will apply to all private rentals. The Lessee for each rental is responsible for the actions of and damage by invited guests.

1. The Clubhouse renter is responsible for all clean up after use of the Clubhouse. The Clubhouse should be left in the same condition it was before the function.
2. The Clubhouse renter is responsible for any missing or damaged furnishings, and damage. If insurance is used for repair or replacement of damaged items, the Clubhouse renter will be charged the deductible amount.
3. The Clubhouse renter is responsible for disposal of any garbage or refuse, which should not be left in the Clubhouse or pool area.

4. All parties attended by minors (under 21) must be chaperoned by adults at all times.
5. Illegal activities such as drug use or under-age consumption of alcoholic beverages are not permitted;
6. The Clubhouse renter is responsible for conduct and activity of guests.
7. All functions at the Clubhouse are to end by 12:00 midnight, unless otherwise approved by the Hills of Bogie Lake Condominium Association.
8. No animals are permitted in the Clubhouse.
9. Persons using the Clubhouse agree to hold the Hills of Bogie Lake Condominium Association harmless from any liability incurred in connection with the use of the Clubhouse.
10. The Hills of Bogie Lake Condominium Association maintains the right to close the Clubhouse at any time for any reason and the right to amend these rules and regulations from time to time without notice.
11. Smoking is not permitted within the Clubhouse. Designated smoking area is outside by Parking Lot. Access to this area is via the front door.
12. Use of anything requiring an open flame is expressly prohibited unless specifically approved by the Association.
13. No decorations may be affixed to the Clubhouse walls, ceilings or exterior surfaces without the approval of the Association. Confetti, glitter and bubbles are also prohibited in the Clubhouse.
14. The Clubhouse must be used in such a manner that other Owners are not disturbed.
Example: Guests may not blast loud music disturbing surrounding homes.
15. The Association is not responsible for any personal or rented items left at the closing of your function.
16. **The Clubhouse is available for private use only**
17. Any function may be terminated immediately, at will without cause, by a designated Association Representative, and acting Community Manager, or by a member of the Hills of Bogie Lake Board of Directors.
18. No pets of any type are allowed in the Clubhouse.
19. False alarms to either fire or police during any rental function are the responsibility of the Clubhouse's renter including any false alarm fees incurred by the Association.
20. **The owner is responsible for assuring the safety of all guests and for being onsite during the entire gathering. Failure to provide these control/safety provisions will result in forfeiture of the security deposit.**
21. Restrooms will be provided for rental participants
22. Renting parties must complete and sign a rental agreement. All rental rules and HOA Rules and Regulations will be listed on contact. Security Deposit plus the full cost is due at contract signing.
23. Renting parties must complete CANCELLATION/REFUND POLICY: Member rentals require at least a N/A-day notice to receive a full refund; a 50% refund will be given for a N/A-day notice up to 7 days prior to reservation. No refund will be given for notice less than N/A day(s).
24. All Clubhouse renters are prohibited from selling goods or services without prior approval from the Association.
25. The sale of alcoholic beverages and intoxication is strictly prohibited. The renting party is responsible for the actions of their guests. Persons deemed to be intoxicated would be required to leave the facility. Alcohol may be served only to persons age 21 or older.
26. At no time will any organization or individual sublease a reserved facility.
27. Catering: A copy of caterer's license, insurance, and workers compensation is required prior to event date.

Clean-up Following Rental:

All beverages and food must be removed from the Clubhouse premises prior to closing and securing the building. Garbage MUST be taken to the dumpster. Additionally, the renter shall be responsible for all clean-up requirements specified below.

- **Open room/Restrooms/Kitchen must be returned to the state in which it was provided within 1 hour following an event unless previous arrangements are made with approval from the Board of Directors or Community Manager.**
- All Tables must be washed and cleaned of any debris.
- All food/drinks, tableware etc. must be removed from kitchen and open room.
- Kitchen sink, floor, refrigerator, counter tops, stove, oven, and table must be cleaned.
- Open room must be swept and vacuumed.
- Bathrooms must be wiped up and all debris placed in trash container.

Prior arrangements would need to be made to obtain access to cleaning materials for your use.

Rights and Special Provisions:

The Clubhouse has been provided for the use and enjoyment of all Hills of Bogie Lake residents. Your Board of Directors encourages its use but reserves certain rights and privileges for regulating its use to ensure continuing resident enjoyment. These rights and privileges include, but not necessarily limited to the following:

1. The Board of Directors reserves the right to close the Clubhouse as a result of, but not necessarily limited to, mechanical problems or inclement weather.
2. All rental charges and deposit requirements have been established by the Board and are subject to change without notice.
3. The regulations specified above are subject to be modified, or added to, at any time, and the Board of Directors reserves the right to make such modifications or additions.
4. When deemed appropriate the Board of Directors reserves the right to appoint a special Associations monitor to oversee scheduled functions. When so appointed, this monitor will be considered to be acting fully on behalf of the Board of Directors insofar as assuring all Clubhouse regulations are followed.
5. The Board of Directors reserves the right to impose fines when Clubhouse rental regulations are violated. The fines will be commensurate with the violation, as directed by the Board of Directors.
6. No Clubhouse reservation will be considered valid without a duly executed reservation form and receipt of the required rental fee.

Your rental includes:

- Room Usage
- Set up of existing tables & chairs

Your rental DOES NOT include:

- Decorative Items – tablecloths, centerpieces, etc.
- Set up of special items – items rented from outside vendors, multimedia programs, etc.
- Usage of Clubhouse supplies – coffee bar items, kitchen items, etc.